

;U.S. Embassy Kabul
Human Resources Office
VACANCY ANNOUNCEMENT: Information Assistant FSN-08
Announcement Number: 16-141 & 16-141T

OPEN TO: All Interested Applicants / All Sources

The “Open To” category listed above refers to applicants who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Information Assistant FSN-08 Trainee Level FSN-07

OPENING DATE: November 26, 2016

CLOSING DATE: December 09, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8
Not-Ordinarily Resident (NOR): FP-6
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Kabul is seeking eligible and qualified applicants for the position of Information Assistant with Public Affairs Section

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The Webmaster/Social Media Coordinator is the primary person in charge of the Mission’s presence on digital platform. Designs and implements digital outreach campaigns across all platforms and manages the Mission’s social media platforms. Advises PAS and other Mission staff on social media trends, including ways digital outreach affects our bilateral relationship and how to best reach target audiences. Develops and implements media campaigns to highlight Embassy events and programs in furtherance of Mission goals and objectives. Develops and maintains contacts with media, government, and communications professionals. Trains/orients other staff on the use of digital media. Maintains active knowledge of U.S policies and Mission activities. Formats, edits, posts, and deletes content in order to communicate the Mission’s policies, programs, and activities to the public via the internet. Ensures that information published on the website and Facebook is current, relevant and accurate.

QUALIFICATIONS REQUIRED

Applicants must address required qualifications criteria listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

VA 16-141 Full Performance Level:

- 1. EDUCATION:** 2 years of post-secondary studies are required.
- 2. EXPERIENCE:** one year of professional level experience in web design/maintenance, digital media outreach is required. Experience in graphic design and/ or video production is desirable.

VA 16-0141 Trainee Level:

- 1. EDUCATION:** 2 years of post-secondary studies are required.
- 2. EXPERIENCE:** Six months of professional level experience in web design/maintenance, digital media outreach is required. Experience in graphic design and/ or video production is desirable.

-OR-

Substitution Option:

- 1. EDUCATION:** High School diploma is required.
- 2. EXPERIENCE:** three years of professional level experience in web design/maintenance, digital media outreach is required. Experience in graphic design and/ or video production is desirable.

3. LANGUAGE: Level 4 (fluent) English and Dari and Level 3 (Good working knowledge) Pashto is required.

4. SKILLS AND ABILITIES: Must have excellent organization, communication and interpersonal skills. Must be able to manage multiple tasks efficiently and follow directions and guidance easily. Must have the ability to follow-up on program details independently. Must have the ability to draft official correspondence in English and Dari, and tailor correspondence to the desired audience across the entire range of extremely informal to extremely formal communications. Excellent written and oral communication skills are required. Must demonstrate that he/she can work well under pressure, be reliable, follow schedules, meet and anticipate deadlines, and has high level customer service skills. Must possess problem solving skills related to promoting U.S. programs and policies

5. JOB KNOWLEDGE: Knowledge of and fluency in multiple social media platforms (Le. Facebook, Twitter, Instagram, Flickr, YouTube, Hootsuite, and others). Must know how to use MS Office applications, website administration including: Front Page, DHTML coding, Photoshop, Dream Weaver and related interactive languages and technologies. Ability to design, create and maintain a Facebook Page, and know how to navigate the Internet and other on-line media tools and platforms is required. Familiarity with mobile devices, digital cameras, scanners, copiers and a range of printers is required. Experience programming branded campaigns, high level of creativity, understanding of metrics in measuring engagement/traffic, ability to write well; including the ability to edit and adapt existing resources including video and photos for digital outreach is required. Thorough knowledge of Afghanistan's political, economic, social, and educational structures, and cultural institutions; and an understanding of U.S. society, culture, and politics.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office kabuljobs@state.gov.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM

(3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: local security certification.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office, U.S. Embassy Kabul

Applications should be submitted through e-mail to this address: kabuljobs@state.gov

Subject line must be: (Information Assistant VA 16-141 & 16-141T) or your application may not be considered.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
 - Is under chief of mission authority; **and**
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
 - Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
- **Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:
 - (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
 - (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
 - (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

DISTRIBUTION: All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

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